



Kevin Mainord, Mayor
Lonnie Thurmond, City Administrator

March 25, 2013

Dear Consultant:

The City of East Prairie is requesting the services of a consulting engineering firm to perform the described professional services for the project included on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest to no more than three (3) pages. This letter should include any information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active. It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) and be submitted with your firm's Letter of Interest, or be on file with with the City of East Prairie. The statement of qualification is not included in the total page count limit.

DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at www.modot.gov, in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

It is required that your firm be prequalified with MoDOT and listed in [MoDOT's Approved Consultant Prequalification List](#), or your firm will be considered non-responsive.

We request all letters be received by 10:00 a.m.. Thursday April 18, 2013 at the City of East Prairie, City Administration Building, 219 N Washington Ave., East Prairie, MO 63845.

Sincerely,

Lonnie Thurmond
City Administrator

Attachment:

<i>City of East Prairie, Mississippi County, Missouri</i>	
Federal Aid No.:	STP-9900(063)
Location:	East Main St (100 Block) from Washington Ave. to the Nutrition Center (300 Block of East Main St) approximately 965'. East Side of N Washington Ave. from East Main Street North 160', East Side of N Lincoln Ave. from East Main Street North 75'
Proposed Improvement:	Sidewalk, ADA Compliant Ramps and Lighting Improvements. Design must be compatible with work just completed on Lincoln.
Length:	1,200'
Approximate Construction Cost:	\$337,296.00 <i>Projected Construction Cost</i>
DBE Goal Determination	% Zero (0)
Consultant Services Required:	<p><i>The engineering responsibility may include but are not limited to:</i></p> <p><i>Field Survey, right – of – way determination along route, preparation of conceptual plans, preliminary plans, contract plans and specifications and permits, coordination with MoDOT throughout final design submittal for ADA compliant sidewalks and lighting.</i></p> <p><i>Coordination of contract bidding, opening and award documentation. Assist in preparation of final contract documents and selected contractor.</i></p> <p><i>Assist in inspection of work, construction inspection keeping a field diary and material testing as needed. Submit reports and other required by MoDOT.</i></p> <p><i>Review and recommend action on pay request submitted by the contractor. Keep record of materials installed and certifications required. Assist the city additionally with project matters as needed to final completion.</i></p>
Other Comments:	
Contact:	<i>Lonnie Thurmond, City Administrator</i> <i>219 N Washington Ave.</i> <i>573-649-3057 Extension 1</i> <i>administrator@eastprairiemo.net</i>
Deadline:	<i>10:00 AM, Thursday April 18, 2013</i>
Submit	<ul style="list-style-type: none"> Letter of interest should not exceed (3) three pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. (10) ten copies of the letter interest should be received at the address and by the time specified.

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection. Additional criteria can be added with the approval of Central Office Design

Experience and Technical Competence -

Max Points 30

Capacity and Capability -

Max Points 30

Past Record of Performance -

Max Points 40